



17 April 2026

To: Members of Uttoxeter Town Council
Any Members of the Electorate within the Parish of Uttoxeter

Dear Councillor and Members of the Electorate,

NOTICE IS HEREBY GIVEN that the **Annual Parish Community Meeting** will be held in The Ballroom, Uttoxeter Town Hall commencing at **6.30 pm** on **Tuesday, 12 May 2026** as in accordance with the LGA 1972. Members are hereby summoned to attend for the purposes of transacting the following business.

Signed *B Houlihan*

Councillor Barrie Houlihan
Town Mayor

A G E N D A

1. CHAIR'S WELCOME

The Chair to welcome Members and Members of the Public to the meeting.

2. APOLOGIES

- (a) To report receipt of approved apologies for absence from Councillors.
- (b) To minute the names of Councillors who are absent and apologies have not been received.

3. MINUTES

To confirm the minutes of the Annual Parish Community Meeting held on Tuesday, 13 May 2025. See Appendix A.

4. TOWN MAYOR'S REPORT

To receive from the Town Mayor, Councillor Barrie Houlihan a statement on the activities of the Town Council during his Term of Office.

5. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

To receive the observations of the County and Borough Councillors.

6. COUNCIL RESPONSIBILITIES (TOWN, BOROUGH AND COUNTY COUNCIL)

To provide the Parish with details on the responsibilities of the Town, Borough and County Council for their information. See Appendix B.

7. PRESENTATION OF THE COUNCIL'S ANNUAL COMMENDATION AWARDS

The Town Mayor to present the Council's Annual Commendation Awards to the following recipients:

- Elizabeth Ellson for her continued litter picking services to the community over 20 years, improving the local area for others to enjoy.
- Paul Nixon and Gateway Volunteers for their dedicated services to The Gateway Club and its Gateway Club Service Users.
- David Marriott for his dedicated services he provides in researching and informative talks on the History of Uttoxeter.
- Kate Nash and Uttoxeter Rotary Club for providing the much needed 'Forget me not Dementia Café' which helps many residents and families within the Town.

8. GENERAL DISCUSSION

The meeting will be open to general discussion.

Following the meeting, light refreshments will be served in the Ballroom.



UTTOXETER TOWN COUNCIL

MINUTES OF THE ANNUAL PARISH COMMUNITY MEETING HELD ON TUESDAY, 13 MAY 2025 AT 6.30 PM IN THE BALLROOM, UTTOXETER TOWN HALL

Chair and Town Mayor – Councillor J Glandfield

Town Councillors T Ashby, D Boot, M Crutchley, J Glandfield, Z Krupski, P Krupski, A Mansfield, A Noyes, C Sylvester, L Sylvester, C Wain together with fifty-three members of the public were in attendance in the meeting.

Officer in attendance – T Jeffery, Town Clerk/RFO

1. CHAIR'S WELCOME

The Chair welcomed Members and Members of the public to the Annual Parish Community meeting and he provided a brief on the evacuation procedure in the event of a fire and the use of mobile phones during the meeting.

2. APOLOGIES

- (a) The Clerk reported that approved apologies had been received from Town Councillors C Lancaster, B Houlihan and S Page.

RESOLVED that the same be noted and approved.

- (b) The Clerk reported that all other Town Councillors were in attendance in the meeting.

RESOLVED that the same be noted.

3. MINUTES

The minutes of the Annual Parish Community Meeting held on 14 May 2024 were confirmed as a correct record and signed by the Chair.

4. TOWN MAYOR'S REPORT

The Town Mayor, Councillor John Glandfield made a statement on the activities of the Town Council during his Term of Office as follows:

"Albeit nearly 55 years now as a town resident, initially, as an import to this Town and a Southerner to boot, it was a great honour when my Colleagues on the Town Council initially elected me as Deputy Mayor and then for the current year as Mayor of this lovely Town. During the last year I have consistently had the privilege of promoting Uttoxeter to other Councils, Communities and people, generally through attending a variety of functions and events and always with the unerring backing of the Town Clerk, Tina Jeffery, and the Town Hall Staff generally, sometimes merely but diplomatically keeping me on the straight and narrow.

It has been an eventful year for the Town Council with many former aspirations translating into reality. After many obstacles, and to name but two, the intended extension to our Cemetery off Stafford Road received full Planning Permission and with the persistent support of Town Council, the Borough finally acquired ownership of the Maltings Precinct so we all look forward to watching these spaces progress.

The Council also supported Uttoxeter in Bloom where following the hard work of many Volunteers and entrants, a number of Awards in the Heart of England's section of Britain in Bloom were secured.

Of its own initiative the Town Council secured, the return of the Registrar of Births, Marriages and Deaths from within the Community Town Hall along with providing funding for the much needed Citizen's Advice Bureau Service. The Council has promoted the need for substantial renovation of the Bradley Street public toilets promoting the need for additional Changing Places facilities.

Signed: Date: 10/06/2025

The Council welcomed improvements to the facilities at Pennycroft Lane Community Park and Playing Fields. This year we saw the installation of much needed street lighting along the underpass leading from Waitrose to the Railway Station with the kind assistance from former County Councillor Hudson.

The Council secured a Leaseholder and the future to benefit the Town for the former St. John's Ambulance Building, St John's Hall in Carter Street. This will become a 'We Love Uttoxeter Community Hub' to be managed by the Community Foundation of Staffordshire and Shropshire.

The Council continues to progress improvement works to Redferns Cottage in Carter Street to support the wonderful work carried out by the many Volunteers, some are in attendance this evening.

This year, Uttoxeter will be hosting its first ever Food Festival within the town centre, due to take place on Saturday 21st June (next month) followed by a Christmas Food Festival on the Saturday 6th December. It is hoped that both of these events will be the precursors to something bigger and better each time and quickly become established annual events.

My Report includes just a sample of the achievements by the Council over the last 12 months, to try and list them all would take hours! In addition, the Council has managed to maintain all its Assets including, several months of extreme conditions for those who worked within the Town Hall, replaced its boilers within the Town Hall. Unfortunately, during this time, there was a need to cancel a myriad of events. I think I can say that in 2024-25 your Town Council have been operating pretty much in the fast lane!

Finally, a task is never completed and I am sure as yet, we have only scratched the surface of what can and needs to be done in what is a growing town with an attendant expanding community and corresponding increased needs. As with all things, you have to start somewhere and then build on that and I am sure that that your Council is, and will remain, fit and ready to deal with everything that comes along. I will close by saying that the Town motto is "Floreat", let this remain appropriate as this Town continues to flourish, it truly has been an absolute pleasure to have served as the Mayor of Uttoxeter and I Thank you all".

5. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

To receive the observations of the County and Borough Councillors as follows:

The Chair reported that no County Councillor Report had been received. He took this opportunity to welcome the newly Elected County Councillor Patrick Allen who was in attendance in the meeting and he reported that the Town Council would welcome continuing to work with SCC in the near future.

Borough Councillor Mansfield reported that he was very happy to be giving this report on behalf of myself and Councillors Penny Krupski, Zdzislaw Krupski and Rob Hawkins, the four Borough Councillors who also sit on the Town Council. He provide a Combined Borough Councillor Report which included the following:

- *I wanted to touch on a few key areas of work that we've focused on this year, and I am more than happy to take any questions at the end.*
- *In this role we spend quite a lot of time knocking on people's doors. On the rare occasions where they answer, they without fail tell us that their number one issue for Uttoxeter is the Maltings.*
- *We were therefore really pleased, when earlier this year, we were able to complete the purchase of the precinct from its former owner. This is something that Councils and Councillors of all colours have worked towards over recent years, including Cllr Hawkins in his time as Cabinet member for Regeneration. This means that we can finally move to regeneration of the site, starting with the demolition of the current precinct later in the year.*
- *We have also agreed and secured funding for a long overdue renovation of the Bradley Street toilets, with this work also due to start in the summer. We had productive conversations with the previous administration at the County Council about pedestrianisation of the high street, and we sincerely hope that this remains a priority for the new administration.*

Signed: Date: 10/06/2025

- If you speak to anyone involved in organised sports in the town for more than a few seconds, they will tell you that there is a desperate need for more pitches in Uttoxeter. In this years' budget, Council have provided £250k to resurface the 3G pitch at Thomas Alleyne's, safeguarding it for community use for years to come, and we're currently scoping improvements at Oldfield Sports and Social Club and to the pitch in Bramshall Park. The Sports Hub project at the Quarry in Spath also continues to progress, working in partnership with the Staffordshire FA.
- We know that the Cost of Living crisis remains urgent for many people in the town. Earlier this year, we were pleased to introduce that Bread and Butter Thing, a surplus food hub at the Heath Community Centre, which supports people to access fresh, healthy and affordable food at a heavily discounted rate. To date, over 200 people within the town have signed up to access the scheme to date.
- For all of us, funding for play areas in the town was a key priority when we stood to be Councillors. We're all absolutely delighted with the new accessible playground at Pennycroft Park, which is designed to be inclusive for all children who might use it. ESBC has also provided funding to refresh and add equipment to six other playgrounds in the town, including Russell Close and Hazelwalls.
- Over the year, we've been fortunate to work with some of our brilliant local organisations to support them to access funding streams from ESBC, including the Ward Enhancement Programme and the Councillor Community Fund. This has included:
 - Funding for a new roof for the Alms houses on Carter Street.
 - Funding for a new roof for Wilfred House.
 - A new accessible exhibition space at Redfern's Cottage Museum.
 - New kitchen equipment at Health Community Centre.
 - Renovation of changing rooms at Oldfields Sports and Social Club, to make them more accessible and welcoming to all their users.
 - Funding to support the partnership between the Town Council and the Community Foundation to convert the old St John Ambulance building on Carter Street into a new community hub for the town.
 - Small grants for local schools to build outdoor classrooms, and to support brilliant charities such as Random Acts of Kindness and Uttoxeter Gateway Club.
 - Looking ahead, we continue to live in uncertain times where local authorities are concerned. Financial situations for the vast majorities of councils are at best difficult, and we hope that the Government meet their pledge to reintroduce multi-year funding settlements as soon as possible, giving Councils the time and space to budget and plan ahead. He urged any other Charities to make contact with the Borough Councillors.
- We also await the outcome of the Government's reorganisation of local government, which will see ESBC absorbed into a larger unitary authority. This will inevitably create complications and uncertainty for the years ahead, which we will need to let play out.
- It remains for all of us, a real privilege to play a small part in representing the town and doing our best to work with others, to help move it forward where we can. If I can also blur the boundaries of my role slightly, it's a pleasure to serve on this Council with fifteen other people who, regardless of our different personal views and affiliations, all simply want what is best for the town. Uttoxeter is a special place, full of special people, many of whom are sitting in front of us, and we should celebrate that tonight and always. Thank you.

The Mayor expressed his thanks to Borough Councillor Mansfield for his informative combined Borough Councillor Report.

6. **COUNCIL RESPONSIBILITIES (TOWN, BOROUGH AND COUNTY COUNCIL)**

The Chair reported that the Clerk had provided the Parish with details on the responsibilities of the Town, Borough and County Council for information and retention for ease of use.

7. **PRESENTATION OF THE COUNCIL'S ANNUAL COMMENDATION AWARDS**

The Town Mayor reported that he had the pleasure to present the Council's Annual Commendation Awards to five worthy recipients this year. He presented the following Awards to the following:

- The Volunteers of Redfern Cottage in grateful recognition for their hard work and dedication to supporting Redfern Cottage for the residents and visitors to the Town to enjoy.

Signed: Date: 10/06/2025

- Mick Eyre in recognition of all his hard work and dedication over many years supporting Uttoxeter in Bloom and for his continued participation and support to a number of community groups.
- George Lowe in grateful recognition of his care and compassion for providing Christmas Lunch for those in need within the Town.
- To the family of our late Town Councillor and dear Friend, Mark Crutchley, in grateful recognition of his Services to the town and for the dedicated support he provided to many community and voluntary organisations within the town including the town Community Speedwatch.
- Peter Clewer in grateful recognition of his many years of services to sports provisions for the town via Oldfields Sports Club.

It was noted that Councillor J Glandfield, the Town Mayor of Uttoxeter awarded each recipient with a framed scroll in recognition of their voluntary services to the Town. They all received a round of applause from Members and the Members of the Public in attendance at the meeting.

8. GENERAL DISCUSSION

The Chair opened the meeting for general discussion and invited participation from members of the public in attendance.

A member of the public reported that the milepost located on Stafford Road, just above the Plough Inn, was in a dreadful state. She presumed it took a lot of hammer from road grit and salt as it was placed very close to the road a few years ago and it was now in need of some renovation due to continued corrosion. She reported that she understood that Mileposts were Listed and were the responsibility of the County Council. She asked the Town Council to liaise with SCC to encourage them review the management of the Mileposts within the town and given the location of this Milepost, provide a much more attractive marker both for the town and the County's benefit. She reported that she had issued the Town Clerk with photos of this Milepost. It was noted that the Clerk would provide County Councillor Allen with the information and photos received from the member of the public to enable him to progress with SCC accordingly. The member of the public expressed her thanks for the Council carrying out the proposed action.

A member of the public reported that "she was a parent carer to her 10-year-old son who was severely autistic and doubly incontinent. He wears incontinence pads and needs full support with his personal care when we leave the house.

She stated that she wished to address the meeting about something that might not be visible to many people but has a huge impact on our family and others like ourselves regarding the lack of appropriate toilet facilities available within the town centre. Specifically she was here to ask ESBC consider installing a Changing Places toilet as part of the regeneration of the Maltings Shopping Precinct in Uttoxeter. As a young family we love to access our local community, visiting the shops, cafe's, parks and local support groups but this isn't always manageable. My son cannot use a standard disabled toilet and there is no adult-sized changing bench available and not enough room for a carer to assist. I wish to advise you that we face impossible choices, either cut our trip short, try to change him in the back of a car or on a toilet floor, or just stay home altogether.

I have had to change my growing son in the most undignified conditions, on a cold, dirty toilet floor, on grass in a park, even in the boot of a car and, every time, it feels like a reminder that we do not fully belong in public spaces, that we are not thought of, that inclusion doesn't extend to people like us! But it should, a Changing Places facility would give us a safe, clean, dignified space to care for my Son, and it wouldn't just help us, it would help and support many others including children and adults with complex disabilities, elderly people with carers, visitors with medical conditions and the family members who support them. It would be a lifeline for people across Uttoxeter and surrounding areas.

We are not asking for something extravagant, we are asking for equal access to shops, to cafés, to public life, the same access that many take for granted.

Signed: Date: 10/06/2025

What's more, there is government funding available through the Changing Places Fund, and support from national charities such as Muscular Dystrophy UK. So this is not just a plea, it is a real opportunity to make Uttoxeter a truly inclusive and forward-thinking town. Adding a Changing Places toilet to the new development would show compassion and it would send a message that everyone is welcome here and that nobody should be left behind simply because their needs are different. So I ask you, please, to consider this facility as a vital part of the Maltings regeneration, it's not just a toilet, it's a basic human need complete with dignity, it's a chance for families like mine to live full, connected lives in the heart of our community. Thank you so much for your time and for thinking of people us."

Borough Councillor Hawkins and P Krupski expressed their thanks to the member of the public for her address and reported that they had both, over the last 18 months, been pushing ESBC to renovate the public toilets in Bradley Street to provide enhanced facilities and if possible, become a Changing Places facility. They reported that a compromise may have to be obtained however, they were still pursuing a Changing Places facility if possible.

It was noted that the member of the public would continue to liaise with Borough Councillors Mansfield, Hawkins and P Krupski to progress conversations on the much needed enhancement of facilities within the Bradley Street toilets including the installation of a large changing bench.

A member of the public reported that he was an indoor craft and produce market trader and he urged the Council to consider improving the promotion of the indoor market taking place within the Town Hall on Makers market days. He stated that people were not aware that an indoor market was taking place and he encouraged more promotion of the market and a better working relationship between the Makers market and the indoor market to support the indoor market traders and increase the footfall into the Town Hall. The Clerk reported that she would pass on the comments received to the Events Team who were responsible for the indoor craft and produce market and its promotion. The member of the public expressed his thanks for passing this information onto the Events Team.

It was noted that no further comments were received.

The Chair closed the meeting at 7.00pm.

It was noted that light refreshments were served within the Ballroom prior to and following the meeting.

Uttoxeter Town Council

B

Please see below the areas that Uttoxeter Town Council is responsible for:

 Promoting Uttoxeter	 Liaison with SCC & ESBC
 Uttoxeter Town Hall & events	 War Memorial and Remembrance Parade
 Markets – Weekly Outdoor & Monthly Indoor Craft & Produce	 Redfern's Cottage (Former Heritage Centre)
 Cemetery & Cemetery Chapels	 St Mary's Closed Churchyard (Grounds Maintenance only)
 Christmas lights & street bunting	 Allotments – Millfield Victory, Alexandra Crescent & Park Avenue
 Uttoxeter in Bloom	 Dr Johnson event & the Conduit
 Fairtrade Town	 Neighbourhood Plan
 Town Hall Entertainments including Events Guide, Town Hall and Town centre events	 Various Street Lighting
 Millennium Monument	 Micro Library (Westlands Road)

**Should your enquiry relate to one of the above mentioned Uttoxeter Town Council responsibilities please contact
01889 564085 or info@utttoxetc.org.uk**

East Staffordshire Borough Council

Please see below the areas that East Staffordshire Borough Council is responsible for:

 Planning (01283 508606)	 Road Closure Orders (01283 508000)
 Street Cleaning (0800 269098)	 Sports and Leisure (01283 508000)
 Parks and open spaces (01283 508013)	 Elections (01283 508376) or elections@eaststaffsbc.gov.uk
 Environmental Health (01283 508524)	 Business support (01283 508625)
 Car parking (01283 508856)	 Community support (01283 508000)
 Tourist information (01283 508000)	 Local Plan & Neighbourhood Plan (01283 508611)
 Public toilets (01283 508000)	 Licensing (01283 508479)
 Council Tax (01283 508030 - Monday to Friday 9am – 1pm) or council.tax@eaststaffsbc.gov.uk	 Allotments – Westlands Road and The Victoria Allotments (01283 508013)
 Kerbside Recycling and Bin Collections (01283 508000) https://www.eaststaffsbc.gov.uk/bins-rubbish-recycling	 Bulky/large Waste Removal https://www.eaststaffsbc.gov.uk/bins-rubbish-recycling/large-unwanted-item

Should your enquiry relate to one of the above mentioned East Staffordshire Borough Council responsibilities please contact 01283 508000

Staffordshire County Council

Please see below the areas that Staffordshire County Council is responsible for:

 County Strategic Planning (0300 111 8000)	 Education (0300 111 8007)
 Highways and Transport (0300 111 8000)	 Social Care (0300 111 8010)
 Libraries (0300 111 8000)	 Environment (0300 111 8000)
 Footpaths/Rights of Way (0300 111 8000)	 Recycling/Tips (0300 111 8000)
 Country parks (0300 111 8000)	 Street Lighting (0300 111 8000)
 Staffordshire Registration Services (0300 111 8001) or http://www.registryofficesnearme.com	 A50 Growth Corridor Project (0300 111 8000)

Should your enquiry relate to one of the above mentioned Staffordshire County Council responsibilities please contact 0300 1118000